



Mennonite Disaster Service

Position Open

Position Title: Finance & Administration Manager
Job Status: Full-Time/exempt position
Location : Lititz, PA
Revised: January 18, 2024
Salary: \$73,500 - \$91,400

Primary Responsibility

To oversee financial management, information technology and management of all insurances required for MDS activities.

Reporting Relationships

Reports to the Director of Operations (DOO) and functionally accountable to the Board of Directors Treasurer

Direct Reports

Staff Accountant

Receptionist/Administrative Assistant position as it relates to Accounts Payable (A/P)

Key Responsibilities:

1. Finance

- Prepare annual budget and assure compliance within approved budget parameters
- Preparation and timely delivery of the monthly financial reporting package
- Oversee accounting procedures, including A/R, A/P, general ledger, fixed assets, and revenue
- Manage investment portfolios and investment procedures
- Manage fixed assets
- Arrange for and direct audit and review functions
- Direct tax reporting, filing, and compliance
- Support volunteer project office managers in their finance role
- Serve as leadership team representative on the Board Finance Committee
- Other tasks as required

2. Administration

- Supervise administration/information technology (IT) consultants
- Assess and mitigate risk related to administration, IT and finance
- Participate on the Safety and Risk Management team
- Secure appropriate insurance coverage for all MDS activity
- Manage IT and computer systems
- Design, develop, implement and coordinate IT systems, and IT policies and procedures
- Ensure security of data, network access and backup systems
- Manage the Lititz office telephone, internet and IT systems
- Support MDS regions/units re: legal compliance and financial record keeping
- Member of the Leadership, Management and Operations teams
- Other tasks/projects as required

Qualifications:

- Knowledge of and passion for the MDS mission, vision and core values
- Commitment to the Anabaptist faith and peace position and active in an Anabaptist church
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- Bachelor's degree in accounting or business administration
- Minimum of ten years of experience in accounting or finance
- One or more years of experience working with people of another culture

Essential Skills:

- Proficiency with Microsoft office suite and accounting software
- Demonstrated excellence in organizational and managerial skills
- Excellent analytical and problem solving competency
- Experience with fund accounting
- Proven written and oral communication skills
- Effective presentation skills
- Ability to function well as a team player
- Sensitivity and ability to relate to MDS' very diverse constituent groups
- Commitment to high professional standards and current in industry best practices
- Ability to multitask in a fast-paced environment
- Availability and willingness to travel approximately 10% time
- Physical requirement: Work is mostly sedentary with long periods on the phone and at a computer terminal
- Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and in commercial vehicles, there is little risk of danger

Resumes may be sent to jobs@mds.org